



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
111 EAST CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

REPLY TO
ATTENTION OF:

Expires 22 May 2008

ATZK-SGS (600)

22 May 2006

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 35-06 – Retirement Ceremonies

1. References:

- a. Army Regulation 600-25, Salutes, Honors, and Visits of Courtesy, 24 October 2004.
- b. HQ USAARMC OPORD 06-01 (Monthly Retirement Ceremony), 14 July 2005.

2. This memorandum establishes the US Army Armor Center and Fort Knox policy on retirement ceremonies.

3. Participation in the USAARMC Retirement Ceremony affords the installation and a grateful Army the opportunity to demonstrate sincere appreciation to our Soldiers and civilians for their dedicated service to our nation. Participation is mandatory for USAARMC military personnel unless a bona fide emergency arises. All other personnel are invited and welcome to participate.

a. Soldiers must complete the following no later than 2 weeks prior to the retirement ceremony:

(1) Directorate of Plans, Training, Mobilization, and Security (DPTMS) processing: While processing through Retirement Services, retirees must fill out their biography. Retirees must contact the DPTMS ceremony point of contact as soon as possible, but no later than the first week of their ceremony month, to edit/confirm their biography is accurate. They will also be asked if their spouse and children will participate in the ceremony.

(2) Retirement Photo: Retirees must go to Bldg No. 5101 (Photo Lab) at the beginning of their scheduled ceremony month for a retirement photo. No appointment is necessary, and there are changing facilities available there.

b. Units must complete the following no later than 2 weeks prior to the retirement ceremony.

(1) Retirement Award: Units are responsible for ensuring retirement awards arrive at Retirement Services in a timely manner (prior to the middle of the month of the ceremony). Awards must be submitted with sufficient time to allow the chain of command and personnel staff adequate time to complete award processing.

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(2) Provide a retirement supplement worksheet to the Commander's Planning Group office.

c. Retiring civilian personnel are encouraged to participate in monthly retirement ceremonies. Biographical data and awards processing will be carried out in accordance with para 3.b.(1) of OPOD 06-01 (reference 1b).

4. Brigade- and directorate-level colonels and above and brigade-level (or equivalent) command sergeants major are authorized stand-alone retirement ceremonies.

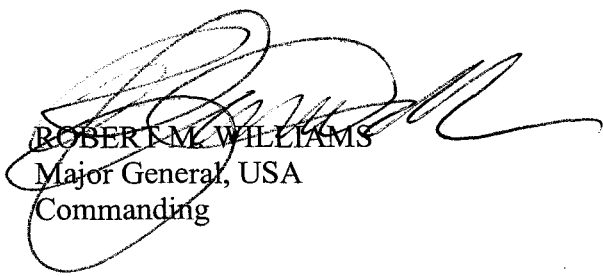
a. Personnel who qualify for and desire a stand-alone retirement ceremony will submit their request in writing to DPTMS (IMSE-KNX-PLO) no later than 8 weeks prior to the proposed ceremony date.

b. These ceremonies will be conducted outdoors as long as weather conditions permit and will follow the agendas outlined in Annexes A and B of OPOD 06-01.

c. These ceremonies will be supported by the retiree's unit, to include set up of tents, field preparation, etc.

d. Armor Center Protocol, 4-6180, will provide assistance with invitation lists, mailing labels, and invitations to hosting organizations. The organization itself is responsible for mailing invitations and taking RSVPs, as well as planning any other retirement functions, such as farewell luncheons or dinners. The Armor Center Protocol will provide input on appropriate seating arrangements for ceremonies and meals and must approve the completed seating chart.

5. Point of contact for this memorandum is the Secretary of the General Staff, USAARMC, 4-3711.



ROBERT M. WILLIAMS
Major General, USA
Commanding

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